

Director of Finance

Reports To: President & President Elect

Prerequisites:

1. Must be an IIDA Ohio Kentucky Member
2. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
3. Strong financial acumen.

Job Description:

Primary responsibilities include overseeing managing the finances of the Chapter including budgets and bank accounts. This is a non-voting Chapter position.

Responsibilities:

1. Deposit all checks/money received by the Chapter.
2. Pay all invoices and requests for payments approved by the Board.
3. Present monthly Financial Report at Chapter meetings.
4. Maintain the Chapter's budgets and coordinate the budgets set by the Chapter and (5) City Centers.
5. Review PLC monthly for accuracy.
6. Assist in invoice creation/collection for major Special Events (Product Runway, Design Awards, etc.).
7. Assist VP of Benefactors with collection & tracking of income from Benefactor Package.
8. Assist in the development of the yearly budget for Chapter and City Center. Develop new budget each year for Chapter Board approval.
9. Two year commitment with the following time requirements:
 - a. Monthly chapter conference calls (60 minutes), generally first Tuesday of every month.
 - b. Attendance at strategic planning annual chapter retreat (4 days), generally Thursday - Sunday the third week in July.
 - c. Attendance and participation encouraged at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday.

Benefits:

1. Opportunity for leadership and professional growth.
2. Interaction with other members and industry leaders.
3. Opportunity for recognition and service within the IIDA association.